

## TIMETABLE FOR SCHOOL MAIL BALLOT ELECTIONS

(pursuant to §13-19-205 MCA)  
(Annotated Form for School Mail Ballot Elections)

(According to §20-20-102 MCA, "Should there be a conflict between the requirements of Title 13 and the provisions of this title regulating school elections, the provisions of this title shall govern.")

CALENDAR DATE	ACTIVITY SPECIFIED UNDER TITLE 13
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_____	Copy of written plan to governing body (no date set by law, but should be at least no later than 60 days before election) ( <i>No date set by law in school election laws.</i> )
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_____	Submission of written plan to Secretary of State (no later than 60 days before election) ( <i>This law should be followed since it does not appear to conflict with school election laws. School election laws specify at §20-20-201 MCA that "At least 40 days before any school election, the trustees of any district shall call such school election by resolution . . . The resolution calling any school election shall be transmitted to the county election administrator no later than 35 days before the election."</i> )
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_____	Last day for governing body to opt out (no later than 55 days before election) ( <i>This law should be followed unless, as in §20-3-313 MCA, trustees cancel an election no later than 25 days before the election if the number of candidates filing is equal to the number of positions to be elected and there is no reason to hold an election.</i> )
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_____	Approval by Secretary of State (within 5 days of receiving written plan from the election administrator)
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_____	Publish notice of election, if applicable (Special §13-1-108 MCA) or (Regular §13-1-401 MCA (4)) ( <i>§20-20-204 MCA governs since it specifies that trustees shall give notice of the election not less than 20 days or more than 30 days before the day of the election. Please consult §20-20-204 MCA for additional specific laws.</i> )
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_____	Close of registration as provided by §13-2-301 MCA (30 days before election) ( <i>§20-20-311 MCA specifies in relevant part that "Registration for school elections shall close for 30 days before any school election . . ." so school and regular election laws are identical.</i> )
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_____	Date ballots mailed (no sooner than 25 days or later than 15 days before election) ( <i>§13-19-207 MCA specifies that all ballots must be mailed the same day. The general law for school elections is that absentee ballots are available at least 20 days before the election, except bond elections not held in conjunction with school elections (30 days). School and mail ballot laws are generally consistent, allowing absentee ballots to be available, but not necessarily mailed, before the single date on which they are mailed.</i> )
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_____	Election Day
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**This schedule must be attached to the written plan for this mail ballot election.**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_